

CONFIDENTIAL

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INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 21 NOVEMBER 1984

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1. Progress Report on Tasks Assigned by the DCI/DDCI:

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No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred
During the Preceding Week:

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a. LIMS

NO ✓ On 16 November LIMS project personnel from ODP and IMSS met with [] Office of Training and Education, (OT&E) and members of his staff to discuss LIMS training requirements.

NO ✓ OT&E expressed concern about their capability to support training classes at a level specified by [] in their draft training plan without additional resources.

NO ✓ A worthwhile exchange resulted, with OL/ODP personnel advising OT&E that we viewed LIMS training requirements somewhat differently than []. We thought many of the classes were structured at a level too basic for existing users and that the material was often redundant. OL advised OT&E that we anticipated most of the class would be completed in one training day or less and that many of the overview/approval classes could be conducted in a conference room/auditorium environment. [] advised that, based on the short duration of the LIMS training classes, the OT&E classroom schedule should permit additional time to be scheduled for LIMS training, as required. []

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b. DAS

NO ✓ 1. In the next several weeks ODP will be distributing, on behalf of the Information Systems Board's Workstation Environment Working Group, a terminal questionnaire. The purpose of this questionnaire is to collect basic information about the types of work current and potential ODP terminal users do on a routine basis. The results of the survey will be briefed during the first quarter of 1985, and factored into the overall ODP plans to acquire a new computer workstation. []

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C O N F I D E N T I A L

SUBJECT: IMSS Weekly Report for Period Ending 21 November 1984

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4. Supply Division DAS personnel are successfully implementing an INFO data base system for P&PS/MFB/CD. Among other features, this system will provide an inventory record of supplies used in the packaging function. [redacted]

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Employee Recognition: Two ODP ^{spellant} employees on loan to OL

5. [redacted] TC/DAS, received Certificates of Appreciation and monetary awards from the Director of Logistics for their efforts in the recent end of fiscal year exercise. [redacted]

6. Representatives from OL, OF, and ODP met to discuss the items specified in an OF memo detailing the end of fiscal year exercise. Several of the Items are to be satisfied by OF requests to ODP for the GAS system. Several will be accomplished by improved directions and communications with budget officers. The record deadlock problems will continue to be monitored by ODP programmers. None have occurred since the exercise completed. [redacted]

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b. Regulations

The following action was taken on this regulatory issuance during the past week: [redacted]

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[redacted] Coordination of Space Renovations and Utility Services on the Headquarters Compound. Draft sent to RPD/OIS for publication. Asked that subject projects be coordinated with HOME Division although contracted for and/or controlled by other Agency components.

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